

Home Maintenance Checklist



X When Completed:	MONTHLY
J F M A M J J A S O N D	Fire Extinguisher: Check that it's fully charged; recharge or replace if needed.
J F M A M J J A S O N D	Sink/Tub Stoppers and Drain Holes: Clean out debris.
J F M A M J J A S O N D	Garbage Disposal: Flush with hot water and baking soda.
J F M A M J J A S O N D	Water Softener: Check water softener salt drum and replenish salt if necessary.
J F M A M J J A S O N D	Forced-Air Heating System: Change filters once a month if user's manual recommends fiberglass filters.
X When Completed:	EVERY 2 MONTHS
Jan Mar May Jul Sept Nov	Wall Furnace: Clean grills.
Jan Mar May Jul Sept Nov	Range Hood: Clean grease filter.
X When Completed:	EVERY 3 MONTHS
Jan April July Oct	Faucet: Clean aerator.
Jan April July Oct	Tub Drain Assembly: Clean out debris; inspect rubber seal and replace if needed.
Jan April July Oct	Floor and Outdoor Drain Grates: Clean out debris.
X When Completed:	EVERY 6 MONTHS
1 2	Smoke Detector: Test batteries and replace if needed.
1 2	Toilet: Check for leaks and water run-on.
1 2	Interior Caulking: Inspect caulking around tubs, showers, and sinks; replace any if it is deteriorating.
1 2	Forced-Air Heating System: Change semi-annually if user's manual recommends high efficiency pleated or HEPA-style filters.
1 2	Garbage Disposal: Tighten drain connections and fasteners.

1	2	Clothes Washer: Clean water inlet filters; check hoses and replace them if they are leaking.
1	2	Clothes Dryer: Vacuum lint from ducts and surrounding areas.
1	2	Wiring: Check for frayed cords and wires; repair or replace them as needed.
1	2	Range Hood: Wash fan blades and housing.
Completion Date:		EVERY SPRING
		Roof: Inspect roof surface, flashing, eaves, and soffits; repair if needed.
		Gutters and Downspouts: Clean them out or install no-clean version. Inspect and repair weak areas; check for proper drainage and make repairs if needed.
		Siding: Inspect and clean siding and repair if needed.
		Exterior Caulking: Inspect caulking and replace any that is deteriorating.
		Windowsills, Doorsills, Thresholds: Fill cracks, caulk edges, repaint; replace if needed.
		Window and Door Screens: Clean screening and repair or replace if needed; tighten or repair any loose or damaged frames and repaint if needed; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.
Completion Date:		EVERY FALL
		Roof: Inspect roof surface, flashing, eaves, and soffits; repair if needed.
		Gutters and Downspouts: Clean out. Inspect and repair weak points; check for proper slope.
		Chimney or Stovepipe: Clean flue (more frequently if needed); repair any cracks in flue or any loose or crumbling mortar.
		Siding: Inspect and clean siding and repair if needed.
		Exterior Caulking: Inspect caulking and replace any that is deteriorating.
		Storm Windows and Doors: Replace any cracked or broken glass; tighten or repair any loose or damaged frames and repaint if needed. Replace damaged hardware; tighten and lubricate door hinges and closers.
		Window and Door Weather Stripping: Inspect and repair or replace if it is deteriorating or if it does not seal.
		Thermostat: Clean heat sensor, contact points, and contacts; check accuracy and replace thermostat if it is not functioning properly.
		Outdoor Faucets: If you live in an area with freezing winters, shut off valves to outdoor faucets. Open spigots and drain, store hoses.
Completion Date:		ANNUALLY
		Septic Tank: Have a professional check the tank (watch for backup throughout the year). In many areas, it is recommended that the tank be pumped every year.

	Main Cleanout Drain: Have a "rooter" professional clean out the main line, particularly if there are mature trees in your yard whose roots could have cracked the pipe in their search for moisture.
	Water Heater: Drain water until it is clear of sediment; test temperature pressure relief valve; clean burner and ports (gas heater).
	HVAC System: Have a professional tune up your heat/air conditioning system.

We hope you put this list to good use. Call us with any of your construction, remodeling, or building needs, (843) 883-7430. Thanks!



